



Job Posting

The Division of Data and Research is organized to collect, secure, analyze, and report strategic data in innovative and meaningful ways. From the classroom to the legislature, our work informs quality decision-making and inspires purposeful action to continuously improve educational outcomes for Tennessee students. We accomplish this mission through our division's core values of respect, transparency, and agility, which complement the core values of the Tennessee Department of Education.

Our division includes the offices of Accountability, Assessment Logistics, Data Management and Reporting, and Policy and Continuous Improvement, as well as the Research and Strategy unit. Collectively, the division works to ensure that data is accurate, actionable, and accessible within and beyond the department. We are working to realize our vision that public education in Tennessee will exemplify excellence and equity, such that our students universally and unequivocally achieve success after graduation.

We are seeking committed individuals to support our mission and vision as part of our high-performing team. If this charge fits your skills and interests, please contact the executive assistant for our division at tammy.billington@tn.gov. We look forward to the possibilities!

Position Title: School Improvement Data Analyst, Office of Accountability

Reports To: Deputy Director, Office of Accountability

Position Description:

The Office of Accountability develops, implements, evaluates, and communicates the state's framework for evaluating schools and districts in Tennessee. Through the management, analysis, and reporting of data, the School Improvement Data Analyst will support Department leadership and other stakeholders' decision-making and execution of strategic initiatives to ensure every Tennessee student receives a quality education. This analyst will shape district and state improvement efforts through technical leadership and management, as well as through reporting of key data points. The School Improvement Data Analyst will have a significant impact in defining business rules and metrics as the Department shifts to a new district accountability system. There will also be an opportunity to influence decisions regarding the school accountability process. Given the national importance of Tennessee's education reform and the high priority placed on data and analysis within the Department, it is expected that this work will influence actions at the district, state, and national level. Attention to detail, accuracy, and flexibility are key traits for the successful candidate.

The School Improvement Data Analyst will report to the Deputy Director of Accountability. The incumbent's primary responsibility will be to provide specific data support for the Achievement School District (ASD) and support data analysis for the state's school improvement efforts in Priority and Focus schools. The analyst will develop, support, implement, and communicate the state's district and school accountability framework and will play a critical role in shaping district and state improvement efforts through technical leadership and management and reporting of important data points.

Specific Position Responsibilities:

- Provide technical support to ASD schools related to their data systems and the graduation cohort process
- Analyze survey, observation, and other data points collected from school improvement efforts

- Clean, produce, and analyze performance data for Priority, Focus, and ASD schools
- Advise department leadership on trends in Focus and Priority schools to inform department policy
- Prepare and present findings from data analysis to department leadership and stakeholders
- Develop differentiated support frameworks to target state resources appropriately to Focus and Priority schools
- Design and implement systems to transfer data securely to schools in the ASD
- Collaborate with the School Improvement office to support data collection efforts beyond the scope of the accountability framework
- Anticipate and solve data and process problems effectively and efficiently
- Perform other duties as needed

Qualifications:

The ideal candidate will have:

- Bachelor's Degree (Master's preferred) in the areas of economics, statistics, public policy or related fields
- Proficiency using data management and analytical software such as STATA, R, and/or Excel
- Ability to translate business rules into data management processes
- Proven experience troubleshooting data management and analysis issues effectively and efficiently
- Experience conducting data analysis and drawing conclusions from large data sets
- Ability to present data clearly and in an accessible manner to variety of audiences
- Track record of delivering products and results under tight timelines
- Exemplary writing skills, particularly translating data findings into actionable reports, memos, and presentations
- Strong strategic thinking and creative problem solving skills
- Articulate, professional demeanor with strong self-confidence and initiative
- Team orientation and willingness to contribute at all levels to meet deadlines and complete successful implementation
- Excellent listening skills
- The ability to influence and motivate others while displaying humility

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail the following to Evan Kramer (evan.kramer@tn.gov). While there is no application deadline, applicants will be screened on an ongoing basis.

- A cover letter describing your interest in this position
- A writing sample
- A resume or CV

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